

Southern California Association of Governments  
FINAL PUBLIC PARTICIPATION PLAN



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Southern California Association of Governments (SCAG)

# Public Participation Plan

## ***Final Amendment No. 2***

“Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed, it is the only thing that ever has.” *Margaret Mead*

### Purpose of SCAG’s Public Participation Plan

The awareness and involvement of interested persons in governmental processes are critical to successful regional transportation planning and programming. When the public is engaged in the process, their feedback helps assure projects address community needs. Likewise, the public gains a better understanding of the tradeoffs and constraints associated with transportation planning. This Public Participation Plan (“Plan”) serves as a guide for SCAG’s public involvement process as well as the continuing, comprehensive and coordinated planning process among the stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional plans and programs.

### Introduction

Since its inception, the Southern California Association of Governments (SCAG) has engaged in a public involvement process in developing its regional transportation plans and programs. As a result of changes in the metropolitan planning law in 2005, SCAG has broadened its current participation activities to engage a more extensive group of stakeholders in its planning and programming processes.

As a metropolitan planning organization (MPO), SCAG is responsible for preparing and utilizing a Plan which is developed in consultation with all interested parties and provides reasonable opportunities for interested parties to comment on the content of SCAG’s proposed Regional Transportation Plan (RTP) and the Regional Transportation Improvement Program (**RTIP**) (***also known as the Federal Transportation Improvement Program***), pursuant to the “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” (SAFETEA-LU), Pub. L. No. 109-59, Title VI, Section 6001(a), 119 Stat. 1839 (Aug. 10, 2005).

The participation procedures, strategies and goals incorporated into this Plan are intended to provide interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The Plan contains an expanded list of Interested Parties to encourage participation of a broad range of stakeholders.

Additionally, SCAG is required to consult with State, local, and Tribal governments in development of its RTPs and **RTIPs**. SCAG is specifically required to consult with agencies and officials responsible for other planning activities within the region that are affected by SCAG's RTP and **RTIP** (including, as appropriate, State & local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation).

Pursuant to new State law, SB 375 (Steinberg), SCAG has further expanded the list of Interested Parties and added additional outreach and consultation provisions to ensure broad stakeholder participation in development of a sustainable communities strategy as part of the RTP or an alternative planning strategy.

As part of developing other plans and programs for which SCAG is responsible, SCAG carries out additional participation activities, including but not limited to: collaboration with transportation partners in development of the SCAG Overall Work Program, pursuant to 23 C.F.R. 450.314 and State guidance; scoping meetings and public review of the Draft Program EIR (PEIR) for the RTP, as required by applicable California Environmental Quality Act (CEQA) Guidelines, 14 C.C.R. Ch. 3, Art. 7; and, public participation in the development of a methodology for the Regional Housing Needs Allocation Plan, pursuant to Govt. Code Section 65584.04(c).

This Plan is intended to guide the participation process and to coordinate the process with SCAG's consultation activities and other responsibilities. ***Detailed strategies, procedures, and techniques for carrying out the participation process for the RTP, RTIP, and Overall Work Program (OWP), are described in "Appendix A," of this Plan, and incorporated herein by this reference.***

#### Public Participation Plan Requirements

SCAG's Public Participation Plan must comply with the following requirements provided under 23 U.S.C. 134, subsections (i)(5), and (j)(1)(B) which are summarized as follows:

1. SCAG shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled,

and other interested parties with a reasonable opportunity to comment on the RTP.

2. The participation plan shall be developed in consultation with all interested parties, and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
3. In carrying out the participation process, SCAG must, to the maximum extent practicable--
  - (i) hold any public meetings at convenient times and accessible locations throughout the region;
  - (ii) employ visualization techniques to describe plans; and
  - (iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate, to afford reasonable opportunity for consideration of public information under paragraph 1 above.
4. The RTP shall be published or otherwise made readily available by the metropolitan planning organization for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, approved by the metropolitan planning organization and submitted for information purposes to the Governor at such times and in such manner as the Secretary shall establish.
5. In developing the *RTIP* and before approving the *RTIP*, SCAG, in cooperation with the State and any affected public transportation operator, shall provide an opportunity for participation by interested parties in the development of the program, in accordance with the same requirements described above.
6. The Public Participation Plan further incorporates the ***requirements of the applicable regulations, 23 CFR 450.316 (a) (See 72 FR 7273; February 14, 2007), as follows:***

***(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.***

***(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:***

***(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;***

***(ii) Providing timely notice and reasonable access to information about transportation issues and processes;***

***(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;***

***(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;***

***(v) Holding any public meetings at convenient and accessible locations and times;***

***(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;***

***(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;***

***(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;***

***(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and***

***(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.***

***(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.***

***(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.***

#### State Public Participation Plan Requirements

In addition to the federal requirements, this plan addresses new state law (referred to as SB 375) that requires SCAG to adopt a public participation plan for development of the sustainable communities strategy (SCS) and an alternative planning strategy (APS), if one is prepared, that includes the following components, in summary:

- 1) Outreach efforts to encourage the active participation of a broad range of stakeholder groups in the planning process, consistent with SCAG's adopted Public Participation Plan;
- 2) Consultation with congestion management agencies, transportation agencies, and transportation commissions;
- 3) Workshops throughout the region to provide the public with the information and tools necessary to provide a clear understanding of the issues and policy choices;
- 4) Preparation and circulation of a draft SCS and APS, if one is prepared, not less than 55 days before adoption of a final RTP;
- 5) At least 3 public hearings on the draft SCS in the RTP and APS, if one is prepared, held in different parts of the region, and make available via video.
- 6) A process for enabling members of the public to provide a single request to receive notices, information and updates.

Further, SB 375 requires that SCAG conduct at least two informational meetings in each county within the region for members of the board of supervisors and city councils on the SCS and APS, if any. The purpose of the meeting shall be to present a draft of the SCS to the members of the board of supervisors and city council members in that county and to solicit and consider their input and recommendations.

SCAG has addressed and integrated the above requirements with its participation procedures for the regional transportation planning process. See attached Appendix "A."

### Consultation Requirements

SCAG must consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of a long-range transportation plan. The consultation shall involve, as appropriate:

- 1) Comparison of transportation plans with State conservation plans or maps, if available; or
- 2) Comparison of transportation plans to inventories of natural or historic resources, if available.

See 23 U.S.C Section 134(i)(4).

Furthermore, under the metropolitan planning process, RTPs and TIPs must be developed with due consideration of other related activities within the region, and the process must provide for the design and delivery of transportation services within the region that are provided by:

- 1) Recipients of assistance under Chapter 53 of Title 49 U.S.C.
- 2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the Department of Transportation to provide non-emergency transportation services; and
- 3) Recipients of assistance under 23 U.S.C Section 204.

See 49 U.S.C Section 5303.

Consultation requirements are accomplished primarily through our policy committees and task force structure. Policy committees are primarily made up of local elected officials. There are several issue-specific as well as mode-specific task forces that are on-going as well as some that are created for a specific purpose and specific time frame. All of these task forces forward their recommendations to policy committees. Examples of these task forces include: Transportation Finance Task Force, Aviation Task Force, Goods Movement Task Force, Regional Transit Task Force, and the Plans and Programs Technical Advisory Committee. Membership on these task forces and working groups includes elected officials as well as stakeholder agency representatives. The stakeholders have a direct pipeline to SCAG's planning processes through these task forces. SCAG proposes to expand the membership of some of these task



forces to ensure inclusion of the broader stakeholders and interest groups identified in SAFETEA-LU.

In addition, SCAG conducts several workshops prior to releasing the Draft RTP, SCS and APS, if one is prepared, involving stakeholders to ensure that their input on major issues is addressed in the plan.

SCAG mails out a Notice of Draft RTP and RTIP Availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTP and RTIP. Comments as well as responses are fully documented and reflected in the final RTP.

SCAG will continue to engage Tribal Governments in the RTP and RTIP processes through Tribal Government representation on SCAG's governing board and policy committees, and through the Tribal Governments Relations Task Force.

#### Bottom-Up Planning and Interagency Consultation

An expanded 70-member Regional Council and the fostering of 14 subregional organizations were initiated by the former Executive Committee in 1992. These forums, coupled with three policy committees and 20 standing committees and technical advisory committees, and the "AB 1246 process" (required under Public Utilities Code Section 130000 et seq.) facilitate SCAG's ability to provide a framework for bottom-up planning and more frequent and ongoing participation by interested parties at all stages of the process.

Within the AB 1246 process, the multi-county designated transportation planning agency shall convene at least two meetings annually of representatives from each of the four commissions, the agency, and the Department of Transportation for the following purposes:

- (a) To review and discuss the near-term transportation improvement programs prior to adoption by the commissions.
- (b) To review and discuss the regional transportation plan prior to adoption by the agency pursuant to Chapter 2.5 (commencing with Section 65080) of Title 7 of the Government Code.
- (c) To consider progress in the development of a regionwide and unified public transit system.
- (d) To review and discuss any other matter of mutual concern.

The Regional Transportation Agencies' CEOs Group is currently serving as the forum to fulfill the requirements of the AB 1246 process.

Subregional organizations also serve an important role by participating and providing input, as well as soliciting input from local stakeholders, in SCAG's planning and programming processes.

SCAG has a memorandum of understanding (MOU) with the South Coast Air Quality Management District (SCAQMD) on transportation and air quality conformity consultation procedures for the South Coast Air Basin and for the Riverside County portions of the Salton Sea Air Basin and the Mojave Desert Air Basin. Parties to the MOU include: SCAQMD, Los Angeles County Metropolitan Transportation Authority, Orange County Transportation Authority, Riverside County Transportation Commission, San Bernardino Associated Governments, California Department of Transportation (Caltrans), California Air Resource Board, and the Federal Highway Administration.

Likewise, SCAG has an MOU for transportation and air quality conformity consultation procedures with the Ventura County Air Pollution Control District (VCAPCD) for the Ventura County portion of the South Central Coast Air Basin (SCCAB). Parties to the MOU include: VCAPCD, Ventura County Transportation Commission, Caltrans, California Air Resources Board, Federal Highway Administration and the Federal Transit Administration.

To support interagency coordination and fulfill the interagency consultation requirements of the Federal Transportation Conformity Rule, SCAG participates in the Transportation Conformity Working Group (TCWG). The group meets on a monthly basis to address and resolve regional issues pertaining to transportation conformity for the RTP, RTIP, RTP and TIP amendments and the region's air quality management plans.

Participants in the Southern California TCWG include representatives from federal, state, regional and sub-regional agencies such as the United States Environmental Protection Agency (both national and regional representatives), Federal Highway Administration, Federal Transit Administration, California Air Resources Board, California Department of Transportation, Air Quality Management Districts, SCAG, and County Transportation Commissions.

### Interested Parties

To ensure compliance with SAFETEA-LU requirements and other federal and state mandates, SCAG intends to target the following participants in the region:

- citizens
- elected officials
- subregional agencies
- affected public agencies
- representatives of transportation agency employees
- freight shippers
- providers of freight transportation services
- private providers of transportation
- representatives of users of public transit

- representatives of users of pedestrian walkways and bicycle transportation facilities
- representatives of the disabled
- Tribal Governments
- transit operators
- governmental agencies and non-profit organizations that receive Federal assistance from a source other than the Department of Transportation (DOT) to provide non-emergency transportation services and recipients of assistance under section 204 of Title 23 U.S.C.
- affordable housing advocates
- transportation advocates
- neighborhood and community groups
- environmental advocates
- home builder representatives
- business organizations
- landowners
- commercial property interests
- homeowner associations
- and other interested parties (e.g. subregions, ethnic and minority groups, older and retired persons, special interest non-profit agencies, educational institutions, women's organizations, private sector)

The following goals and procedures are designed to encourage participation and provide opportunities to comment on the development and approval of SCAG's RTPs, RTIPs, the Regional Comprehensive Plan, (In addition to this Plan, SCAG adheres to the public process required by CEQA for our PEIR and related environmental review documents.) and other products prepared by SCAG that statutorily require public participation or for which the Regional Council determines is necessary.

#### Public Participation Plan Goals

The five primary goals of SCAG's Public Participation Plan include:

- Goal 1: Implement an open, transparent and ongoing participation process that ensures citizen, agency and interested party participation in, and input into, regional transportation planning and programming.
- Goal 2: Provide full public access and information to key decisions in the regional transportation planning process.
- Goal 3: Disseminate clear, concise and timely information to citizens, affected agencies and interested parties.
- Goal 4: Provide timely responses to issues, concerns, and comments raised by the public regarding the development and implementation of regional transportation plans, programs, and projects. Ensure

- that the comments received are considered and incorporated into the deliberations regarding proposed plans and programs.
- Goal 5: Enhance the participation process including reaching out to those communities that have been underrepresented and/or underserved.

#### Public Participation Plan Procedures in Obtaining Goals

- Goal 1: Implement an open, transparent and ongoing participation process that ensures citizen, agency and interested party participation in, and input into, regional transportation planning and programming.
- SCAG's participation program will include public outreach and communications for all major plans and programs. This includes establishing procedures and responsibilities for (1) informing, involving and incorporating public opinion into the planning process, (2) consultative involvement of designated agencies (i.e., federal, state and local agencies, county transportation commissions and air quality management/pollution control districts) on technical data and modeling used in developing regional plans and determining transportation improvement program and regional transportation improvement program conformity, (3) designating lead staff persons who are knowledgeable about the entire planning process to be responsible for the participation program, and (4) providing adequate funds and staff resources to implement the participation program.
  - Stress the requirement to encourage, assess and provide for public participation to staff, consultants, stakeholder organizations and others as well as stress the importance of an inclusionary process and dialogue and encourage staff to regard citizens, subregional organizations and agencies as working partners.
  - Interact and seek input from a broad spectrum of interested stakeholders through various task forces and working groups that meet on a regular, on-going basis to review, discuss, and provide feedback on various SCAG initiatives, plans and programs.
  - Integrate the outreach effort of the subregional organizations and transportation and air quality agencies into the SCAG process.
  - Encourage proponents and opponents to participate in the regional planning process by providing opportunities to discuss

and debate issues of concern and acknowledge the value of their input.

- Update and maintain the internal contact databases and audience categories. Expand current list categories to include the representatives from the list of Interested Parties set forth above. These contact databases should be reviewed and updated on an on-going basis as individual changes occur.
- Provide outreach to citizens, groups, agencies and subregional organizations and inform them of how their involvement has affected the plan.
- Assemble, organize and equip a participation and outreach team of transportation planners, environmental planners, analysts and other technical staff, public affairs staff, management staff, and elected officials to conduct presentations, hold briefings, workshops and hearings during the year to diverse groups and organizations throughout the region.
- Conduct hands-on, interactive workshops such as the Compass workshops, to encourage community involvement and participation and obtain feedback from local residents, regional stakeholders and local governments (planners, demographers, and elected officials).
- Provide outreach assistance, including to under-represented areas, using Regional Affairs Officers who are geographically focused and knowledgeable on the issues of the subregion.
- Train staff in effective communication and public relations skills by providing clear, consistent and concise primary messages for media and public involvement and interaction.
- Develop and disseminate public participation / outreach materials to provide key messages to all stakeholders.
- Complete target group and media mailing lists for targeted audiences and determine the best methods for distributing information: including, speaker's bureau, fact sheets, brochures, flyers, white papers, plan summaries, newsletters, PowerPoint presentations, SCAG listserv (email alert system), press releases, public service announcements, press advisories, press conferences, telephone and personal interviews.

- Develop memoranda of understanding or agreements with appropriate agencies, as needed.
- Participate in regular monthly meetings with the CEOs of each of the county transportation commissions within the SCAG region.

Goal 2: Provide full public access and information to key decisions in the regional transportation planning process.

- Utilize SCAG's Web site to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide publications. Ensure that the information available is easy-to-read and accessible and that the web site is compliant with the 1990 Americans with Disabilities Act.
- Post public notices of the draft product in at least one major newspaper in each of the six member counties, SCAG regional offices and include community newspapers and ethnic press.
- Follow up on public notices to increase participation. Assign staff to look out for non-participating public interests.
- Conduct public hearing and workshops for the draft RTP, TIP, SCS & APS (if one is prepared) and EIR and other major plans as needed. Announce public hearings in printed materials, on SCAG's Web site, and in local newspapers. Provide translation services at these hearings, if needed.
- Develop procedures for public hearings. Include the time to be allotted to each speaker and how the order of appearance is determined. A written explanation of adopted procedures should be distributed to participants both prior to and at the hearing. Make arrangements for the submission of written statements in addition to verbal comments.
- Hold monthly meetings with the subregional coordinators to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.
- Keep interested parties informed with progress reports during the product development, review and adoption phases.

Goal 3: Disseminate clear, concise and timely information to citizens, affected agencies and interested parties.

- SCAG, together with its subregional partners and other stakeholder organizations, will notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, website postings, email communications and other opportunities to participate, as appropriate.
- Make electronically accessible to the public, all draft and final plans, fact sheets, publications such as *Your Guide to SCAG*, the *Benefits of Membership*, *Member Handbook* and the *Legislative Reference Guide*, the Overall Work Program, the eVision newsletter, key PowerPoint presentations, meeting agendas and minutes, data and other planning-related information, and a calendar of upcoming events on SCAG's Web site at [www.scag.ca.gov](http://www.scag.ca.gov). Encourage public involvement on the web site. Ensure that the information provided is timely, accessible and easy-to-understand.
- Provide complete and easy-to-understand information, including summaries and one-page fact sheets on major plans and initiatives at the beginning of and throughout the planning process and define the issues and alternatives in a concise, straightforward and consistent manner.
- Update annually and disseminate SCAG's citizen guide "Your Guide to SCAG" which succinctly informs the public about SCAG and the regional planning process, highlights major SCAG initiatives, cites the importance of public involvement, invites participation, and identifies key contacts.
- Provide updated information about SCAG's activities, plans, actions, upcoming events, legislative efforts, and subregional activities in the eVision electronic newsletter which is disseminated to local elected officials, legislators, subregions, commissions, air districts, other interested parties and members of the public at least eight times per year. The eVision newsletter is accessible through SCAG's website. In addition, archival copies are readily available on the site.
- Maintain and update media mailing lists that include metropolitan and local community newspapers, radio, television

and cable outlets, trade journals, wire services, ethnic and foreign-language media, government and legal publications and special interest press directed at older Americans, the disabled, Native Americans and students.

- Implement the media outreach strategies contained in the agency's overall Communications Strategy. This includes press releases, media advisories, calendar advisories, media interviews on television and radio talk shows and public affairs programs, public notices, op-ed articles in local newspapers, editorial board meetings, and development of consistent media messages on major SCAG initiatives, and outreach to ethnic and foreign language press.
- Develop printed materials, fact sheets, brochures, summaries, fliers, PowerPoint presentations, relating to SCAG and SCAG's initiatives and other publications for general population distribution in concise, understandable, non-technical language.
- Maintain an updated calendar of events on SCAG's web site, accessible 24 hours a day, 7 days a week.
- Translate the most significant web site information and printed materials into other languages when needed and contingent upon resource and budget availability. Include the ethnic press in media advisories, press releases, press conference notifications, calendar advisories and other media communications. Maintain and update ethnic press contacts in the media contact database.
- Disseminate SCAG major publications and studies at conferences, through mailings, SCAG regional offices and in SCAG's lobby area which highlight SCAG's major initiatives, invites participation within the community, solicits feedback and encourages citizens to "Get Informed and Get Involved."
- Make presentations on various SCAG initiatives throughout the region to citizens, community groups, environmental groups, business organizations, minorities, faith-based organizations, subregions, other stakeholders, and other interested parties. Staff throughout the organization, along with Regional Council members, will conduct the presentations. Determine the appropriate staff and agency representatives to speak on policy, technical and media issues. Staff will proactively encourage presentations be included on various meeting agendas.



- Prepare technical and non-technical PowerPoint presentations for workshop, conference, hearings and other meeting use to showcase SCAG and SCAG's initiatives and simplify the regional planning process. Ensure that the presentations are easy-to-understand, interesting, and invites participation and involvement. Utilize graphics and animation to make the presentations more interesting and inviting. Tailor presentations to the audience by including subregional statistics and addressing primary areas of audience concern. Enhancements to the presentations should be based on community input and speaker feedback. Maintain a library of all PowerPoint presentations created. Post relevant PowerPoint presentations on SCAG's web site for public access.
- Utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, photorealistic visualizations, video fly-throughs, illustrative drawings, simulated photos, sketches, and photo manipulation scenario planning tools to better and more easily communicate technical planning issues and strategies.
- Design and display a modular exhibit for "on-the-road" presentations and exhibit tables at conferences, workshops, meetings and other public events. The exhibit will be visually appealing and will graphically showcase SCAG's major planning initiatives to diverse audiences. This exhibit will increase the public's awareness of the work of SCAG and the importance of public involvement.
- Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

Goal 4: Provide timely responses to issues, concerns, and comments raised by the public regarding the development and implementation of regional transportation plans, programs, and projects. Ensure that the comments received are considered and incorporated into the deliberations regarding proposed plans and programs.

- SCAG will review and consider all public comments in the regional transportation planning process. Comments will be recorded, tracked and maintained, through SCAG's contact database system. The system will provide a list of all comments received, the name of the commenter, the comment date, the topic, the comment message, and SCAG's response to the

comment. All comments received will be responded to in a timely manner.

- Evaluate public comments received throughout the planning process and assess whether, and to what extent, modifications were made in the draft documents as a result of the comments received.

Goal 5: Enhance the participation process including seeking out and considering the needs of traditionally underrepresented and/or underserved persons. Ensure that minority and low-income persons have meaningful access to the public outreach and involvement activities.

- Coordinate with individuals, institutions or organizations to reach out to members in the affected minority and/or low income communities.
- Choose event sites and time convenient for participants. All events should be fully accessible to all citizens, including disabled, low-income and minority communities. Encourage the participation of elected officials at events and hearings.
- Provide assistance, if requested 72 hours prior to the event, to people with disabilities, including individuals who are blind, have low-vision or are hearing impaired.
- Provide language assistance, if requested 5 days prior to the event, to Limited English Proficient Persons.
- Evaluate public participation efforts at the end of each phase of the planning process so that necessary modifications can be made for subsequent phases. Provide recommended strategies to enhance the outreach program and better serve the underrepresented segments of the region.
- Annually update the agency's overall Communications Strategy and seek Regional Council approval of the plan and recommended strategies.
- Develop and adopt a plan for providing language assistance for persons with limited English proficiency (LEP Plan).
- Maintain an outreach calendar of presentations, workshops and hearings which will enable staff to map presentations to determine geographically where we've been, the type of

audience and the topic thus enhancing our ability to strengthen outreach to underrepresented areas.

- *Utilize SCAG's existing online survey programs to conduct outreach on public opinions of community interests to obtain feedback on regional issues.*
- Consider budgeting for surveys of demonstration project participants (such as Compass Blueprint) to provide better, more efficient services.
- Assess how effective the agency's communication strategies have been in impacting public policy. Consider conducting surveys of members, partners and stakeholders early in the planning process and again later to determine the effect of the communication effort.

"The better the citizenry as a whole are educated, the wider and more sensible public participation, debate and social mobility will be." *John Ralston Saul*

## **Appendix “A”**

### ***Strategies, Procedures and Techniques for Public Participation Related to the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP) and Overall Work Program (OWP)***

***SCAG’s adopted Public Participation Plan (“Plan”) serves as a guide for SCAG’s public involvement process as well as the continuing, comprehensive and coordinated planning process among the stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional plans and programs. For purposes of the Plan, “public” is intended to mean “Interested Parties” including citizens, affected public agencies, and other interested parties as identified on page 9 of the Plan.***

***This Appendix “A” to the adopted Public Participation Plan is intended to provide more explicit details as to SCAG’s strategies, procedures and techniques for public participation on the RTP, RTIP and OWP, as further described in Sections 2, 3 and 4 of this Appendix “A,” respectively. The interrelated goals identified in the Plan suggest that a coordinated approach to public outreach is best in seeking to spread a consistent message and increase public awareness of SCAG’s planning efforts. In each of our planning efforts, we need to communicate with the public who SCAG is and what we do, the challenges facing the region and the time constraints of the various planning activities. SCAG also seeks the public’s feedback, active participation and input in developing our plans.***

***The Public Participation Plan is central to the agency’s vision and mission to be collaborative and inclusive in the development of regional plans and policies. Evaluation of the effectiveness of the strategies and procedures contained in this plan will be conducted as described herein, to ensure the Public Participation Goals are achieved, and amendments to the plan will be made as needed to address the results of the evaluations.***

## **SECTION 1. DEVELOPMENT OF STRATEGIES, PROCEDURES AND TECHNIQUES**

***SCAG staff consulted with a wide range of interested parties as required by SAFETEA-LU in developing the public participation strategies, procedures and techniques noted herein. SCAG has made significant efforts to reach out to interested parties, encourage feedback, and involve interested parties in the development of the Plan's strategies and procedures and will continue these efforts in future updates to the Plan. Specifically, SCAG solicited comments and feedback from the county transportation commissions, the subregions, transit operators, federal and state resource agencies, Tribal Governments, representatives of the disabled, representatives of pedestrian walkways and bicycle transportation facilities, environmental groups, and other interested parties through mailings, email correspondence, workshops, presentations, meetings, telephone communications and Web site postings encouraging individuals to get involved with developing the Public Participation Plan. SCAG also conducted a survey which asked several questions to help SCAG determine how to improve public participation. This survey was emailed to 3,600 individuals within SCAG's contact database system with valid email addresses of potential interested parties. SCAG engaged in interagency review by sending letters to over 200 affected agencies and organizations to seek input on the proposed strategies, procedures and techniques. Finally, SCAG continues to solicit feedback through an online Public Participation For***

### **RTP**

***Federal and state laws require SCAG to prepare a long-range Regional Transportation Plan or RTP. The purpose of the RTP is to combine transportation policies and projects to lay out the blueprint for Southern California's transportation network and how it can best handle the needs of the future. The RTP works to coordinate a balanced regional transportation system, identify adequate funding for transportation projects, and meet federal air quality requirements.***

***An update of an existing RTP is required every four years, and SCAG is currently undertaking the development of the 2012 RTP to provide Southern California with a comprehensive vision for its transportation future to the year 2035. In terms of strategies, procedures and techniques for public participation regarding the 2012 RTP, the tasks are broken down into three phases: pre-Draft RTP, post-Draft RTP and post-Final RTP, as noted below. SCAG intends to update this section of Appendix "A" prior to commencing each RTP update to reflect appropriate changes.***

State law (referred to as “SB 375”) now requires SCAG and other MPOs to additionally engage the region in the development process of the Sustainable Communities Strategy (SCS) and an Alternative Planning Strategy (APS) through outreach efforts, and a series of workshops and public hearings. For the SCAG region these additional workshops and public hearings amount to approximately twelve workshops for local elected officials (two workshops in each county or depending on levels of participation, the number of workshops can be reduced to one per county) and eighteen public workshops (three workshops per county). Workshops will be held in the counties of Riverside, San Bernardino, Imperial, Orange, Los Angeles, and Ventura. In order to maximize participation, SCAG will also conduct three public hearings on the development of the SCS and APS, if one is prepared, (“SCS/APS”) in different parts of the region.

**A. Phase 1: Pre-Draft RTP (January 2009 – November 2011)**

**Hold Regular Outreach and SB 375 Coordination Team Meetings: (January 2009 – November 2011).**

***While outreach activities have been ongoing since the adopted 2008 RTP, the single most important element to fostering and maintaining a fully-integrated agency outreach effort is to schedule and hold regular coordination meetings with the principal staff in all planning areas and consultants associated with each of the various outreach efforts.***

- ◆ ***Outreach and SB 375 coordination meetings will provide important opportunities (1) to brief all members of the coordination team on overall goals and strategies; (2) to inform the team of upcoming outreach forums and other key milestones; (3) to identify strategies and specific work tasks that can either be shared or can accommodate multiple outreach objectives; and (4) Ensure all outreach events are being entered on SCAG’s outreach calendar in a timely manner for public notice as well as documentation of SCAG’s outreach history.***
- ◆ ***Initially, the focus will be on establishing unified outreach goals and formalizing team member roles. Subsequent sessions will be directed at identifying new opportunities for public presentations and proactively securing speaking engagements. Review progress and ensure implementation of the Public Participation Plan strategies.***
- ◆ ***SB 375 allows subregional agencies to prepare a sustainable communities strategy for their subregional area for incorporation into the regional SCS, and an alternative planning strategy if the SCS is unable to meet the GHG emission reduction target. SCAG’s responsibility, as described in this Plan, is to conduct outreach in accordance with statutory requirements for the regional SCS/APS. Additional outreach to be performed by a subregion will be described in the Subregional SCS Framework and Guidelines adopted by SCAG.***

- ◆ ***For subregions that elect to develop their own SCS/APS, such subregions are encouraged to present their SCS/APS, in coordination with SCAG, at all meetings, workshops and hearings described herein and held in their respective counties. Additionally, subregions would be asked to either provide SCAG with their mailing lists so that public notices and outreach materials may also be posted and sent out by SCAG or SCAG will provide notices and outreach materials to the subregions for their distribution to stakeholders.***

**Public Workshops: (June 2009 – December 2010).**

SCAG will conduct at least three public workshops in each county of the region. These workshops are intended to provide the public with a clear understanding of the issues and policy choices and to the extent practicable will include urban simulation computer modeling to demonstrate visual representation of the SCS and APS, if one is prepared. SCAG will also provide a process for members of the public to provide a single request to receive notices, information, and updates

Additional public workshops will be held as needed on the RTP, in accordance with applicable requirements.

**Elected Official Meetings: (July 2009 – November 2011).**

SCAG will conduct at least two informational meetings in each county in the region for local elected officials (including county supervisors and local city council members) on the development of the SCS and APS, if one is prepared. SCAG may conduct only one informational meeting in a county if it is attended by representatives of the county board of supervisors and city council members representing a majority of the cities representing a majority of the population in the incorporated areas of that county.

The purpose of the meetings is to present a Draft of the SCS to the members of the board of supervisors and the city council members in each county and to solicit and consider their input and recommendations.

Notice of the meetings shall be sent to the clerk of the board of supervisors and to each city clerk.

**Public Hearings: (December 2011 – January 2012).**

SCAG will hold at least three public hearings in different parts of the region on the Draft SCS and APS, if one is prepared, to maximize the opportunity for participation.

A Draft SCS and an APS, if one is prepared, will be circulated at least 55 days before the adoption of the Final RTP

**Update Contact Databases and Advisory Groups: (May 2009 – September 2010).**

- ♦ ***Review and update mailing lists for outreach efforts.***
- ♦ ***Expand contact databases to include all Interested Parties identified in the Plan.***
- ♦ ***Work with subregional coordinators and SCAG task force and committee members to expand current list categories to include all Interested Parties.***
- ♦ ***Convene an Environmental Justice Advisory Group to meet as needed. This group would include representatives of community-based organizations, non-profits, and Tribal Governments from all parts of the SCAG region.***
- ♦ ***Update media mailing lists that include metropolitan and local community newspapers, radio, television and cable outlets, trade journals, wire services, ethnic and foreign-language media, government and legal publications and special interest press directed at older audiences, the disabled, Native Americans and students.***

**Update Existing Presentation Materials: (January 2009 – November 2011).**

***Many of the needed PowerPoint presentations have already been prepared and are currently in use. SCAG has developed PowerPoint presentations on all major SCAG initiatives and they are easily accessible by all staff. These presentations will continue to be updated as new information becomes available. Communications staff will continue to work closely with Planning staff to ensure a consistent look and message for all of SCAG's communications.***

- ♦ ***Provide clear, consistent and concise primary messages for media and public involvement and interaction.***
- ♦ ***Update technical and non-technical PowerPoint presentations as new information becomes available.***
- ♦ ***Tailor specific presentations to meet the needs and interests of the target audiences.***
- ♦ ***Maintain a library of all PowerPoint presentations developed.***
- ♦ ***Review and update all existing one-page Fact Sheets.***
- ♦ ***Review and update brochures, fliers and other publications relating to SCAG and SCAG's initiatives for general population distribution in concise, understandable, non-technical language.***
- ♦ ***Review and update public feedback forms, both paper and web-based.***
- ♦ ***Review and enhance web interface to encourage public education and feedback on the related planning efforts.***
- ♦ ***Include articles on plans and programs in SCAG's eVision newsletter, produced eight times each year as new information becomes available.***



**Create New Presentation Materials: (January 2009 – November 2011).**

***Develop new materials to simplify the RTP and cater to subregional audiences. Traditionally, interested parties raise questions about proposed projects in their specific community. Materials that visually highlight the most prominent features of the Plan and are most relevant to audiences will most likely be read and recalled.***

- ◆ ***SB 375 presents new elements to the RTP which will require increased outreach and consensus building efforts, outreach materials will be develop accordingly to those needs.***
- ◆ ***Create an introductory, fold-out brochure which visually showcases regional projects of significance. Highlights of the plan will be summarized and created to pique interest and enhance readability.***
- ◆ ***Create 14 subregional maps that visually depict proposed projects of subregional significance.***
- ◆ ***Produce the RTP on a CD to ease handling and ensure more efficient use of resources.***
- ◆ ***Prepare press releases, calendar advisories, notices of public hearings (in one major newspaper in each of the six counties), and reach out to the ethnic press by providing notices in English, Spanish and Chinese.***
- ◆ ***Utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, photorealistic visualizations, video fly-throughs, illustrative drawings, simulated photos, sketches, and photo manipulation scenario planning tools to better and more easily communicate technical planning issues and strategies.***
- ◆ ***Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences i.e. SCAG's Regional Offices, video conference, web meetings twitter, wiki, and surveys.***

**Continually Enhance Website Capabilities: (January 2009 – November 2011).**

- ◆ ***Create new web pages dedicated to the RTP, enhance navigation, and ensure information is up-to-date. Link to stakeholder web pages.***
- ◆ ***Translate key RTP communications in English and Spanish on the web pages.***
- ◆ ***Utilize SCAG's web site to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives,***

*inform of upcoming events and meetings, post meeting agendas and minutes and provide access to major SCAG publications including Your Guide to SCAG, the Benefits of Membership, Member Handbook, the Legislative Reference Guide, the eVision newsletter, key PowerPoint presentations, data and other planning-related information.*

- ◆ *Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.*

**Coordinate Outreach Efforts with other Stakeholder Organizations:  
(January 2009 – November 2011).**

- ◆ *Support interagency coordination by continuing to participate in the monthly Transportation Conformity Working Group.*
- ◆ *Mail Notice of Draft RTP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTP. Ensure that the public comment period is at least 30 days for the plan.*
- ◆ *Participate in regular monthly meetings with the CEOs of each of the county transportation commissions within the region.*
- ◆ *Integrate the outreach effort of the subregional organizations and transportation and air quality agencies into the SCAG process.*
- ◆ *Together with subregional partners and other stakeholder organizations, notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, web site postings, email communications and other opportunities to participate, as appropriate.*
- ◆ *Hold monthly meetings with the subregional coordinators to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.*
- ◆ *Expand the membership of some of SCAG's various committees, task forces and working groups to ensure inclusion of the broader stakeholders and interest groups identified in the Plan.*
- ◆ *Keep interested parties informed with monthly progress reports during the plan development phase.*
- ◆ *Expand the membership of some of SCAG's various committees, task forces and working groups to ensure inclusion of the broader stakeholders and interest groups identified in the Plan.*
- ◆ *Form outreach teams comprised of key stakeholders and leaders at the regional and county levels in order to leverage opportunities for information sharing and dialogue during plan development.*

**Train Presenters: (January 2009 – November 2011).**

- ◆ ***Brief staff members, SCAG elected officials and consultants on all materials available and how to present SCAG's messages to various types of audiences.***
- ◆ ***Develop talking points on all PowerPoint presentations to ensure consistent message delivery.***

**Maintain and create an Outreach Schedule: (January 2009 – November 2011).**

- ◆ ***Proactively contact groups to schedule speakers from the pool of available speakers, as appropriate, to meet the interests of the particular group.***
- ◆ ***Continue the practice of attempting to get on other groups' agendas rather than creating meetings from scratch.***
- ◆ ***Conduct presentations, hold briefings, workshops, hearings to diverse groups and organizations throughout the region.***
- ◆ ***Hold any public meetings at convenient and accessible locations and times.***

**Maintain a Log of Outreach Efforts: (January 2009 – November 2011).**

- ◆ ***Maintain a log of all agency-wide outreach presentations within CMS, SCAG's contact database system. Such a log already exists and will be augmented as needed to ensure sufficient documentation.***

**Reach Out to Traditionally Underrepresented and/or Underserved Audiences: (January 2009 – November 2011).**

- ◆ ***Work with Member Relations staff and Subregional Coordinators to aid in identifying underrepresented segments of the region.***
- ◆ ***Coordinate with individuals, institutions or organizations to reach out to members in the affected minority and/or low income communities.***
- ◆ ***Provide assistance, if requested 14 days prior to the event, to people with disabilities, including individuals who are blind, have low-vision or are hearing impaired.***
- ◆ ***Provide language assistance, if requested 14 days prior to the event, to Limited English Proficient Persons.***
- ◆ ***Develop and adopt a plan for providing language assistance for persons with limited English proficiency (LEP Plan).***
- ◆ ***Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.***

**Evaluate Public Participation Activities: (November 2011).**

- ◆ *Evaluate public participation efforts at the end of phase 1 so that necessary modifications can be made for subsequent phases.*
- ◆ *Provide recommendations to enhance the outreach program and better serve the underrepresented segments of the region.*

**B. Phase 2: Post- Draft RTP (November 2011 – February 2012).**

**Notify public of the Draft Release (November 2011.)**

**Conduct Public Hearings: (November 2011 – January 2012).**

- ◆ *Draft RTP Update is released for 30-day public review.*
- ◆ *Draft RTP Update is reviewed by SCAG's Transportation and Communications Committee as part of a public meeting.*
- ◆ *Announce public hearings in printed materials, on SCAG's website, and in local newspapers.*
- ◆ *Conduct at least three public hearings on the draft RTP. Schedule at least one public hearing in Los Angeles County, one in the Inland Empire, one in Imperial County and one in Orange County to ensure regional representation.*
- ◆ *Develop procedures for public hearings. Include the time to be allotted to each speaker and how the order of appearance is determined. A written explanation of adopted procedures should be distributed to participants both prior to and at the hearing. Make arrangements for the submission of written statements in addition to verbal comments.*
- ◆ *Provide translation services at these public hearings, if needed.*

**Consider and Incorporate Comments Received into the Deliberations Regarding Proposed Plans and Programs: (November 2010 – February 2011).**

- ◆ *Review and consider all public comments in the regional transportation planning process.*
- ◆ *Record, track and maintain a log of comments and SCAG's response to the comments within SCAG's contact database system.*
- ◆ *Respond to all significant comments received in a timely manner.*
- ◆ *Evaluate public comments received throughout the planning process and assess whether, and to what extent, modifications were made in the draft documents as a result of the comments received.*
- ◆ *Provide additional opportunity for public comment on the revised plan if the final plan differs significantly from the draft plan that was previously made public.*

- ♦ *Provide a summary, analysis and report on the disposition of comments as part of the final plan.*
- ♦ *Prepare Final RTP Update for adoption by Regional Council at a public meeting.*

**Continue On-going Coordination Team Meetings: (November 2011 – February 2012).**

- ♦ *Schedule outreach coordination meetings on a bi-weekly basis to identify new opportunities for public presentations and proactively securing speaking engagements and to ensure implementation of the Public Participation Plan strategies.*

**Update Existing Presentation Materials: ((November 2011 – February 2012).**

- ♦ *Revise existing materials as needed to reflect changes in data, information, strategies, and in response to comments received.*

**Create New Presentation Materials: (November 2011 – February 2012).**

- ♦ *Develop new materials, as needed, to simplify the RTP, cater to subregional audiences and reach ethnic segments of the region.*
- ♦ *Continue to utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, photorealistic visualizations, video fly-throughs, illustrative drawings, simulated photos, sketches, and photo manipulation scenario planning tools to better and more easily communicate technical planning issues and strategies.*
- ♦ *Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.*

**Enhance Website Capabilities: (November 2011 – February 2012).**

- ♦ *Continue to utilize SCAG's web site to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide access to major SCAG publications including Your Guide to SCAG, the Benefits of Membership, Member Handbook, the Legislative Reference Guide, the eVision newsletters, key PowerPoint presentations, data and other planning-related information.*

- ◆ *Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.*

**Update Contact Databases and Advisory Groups: (November 2011 – February 2012).**

- ◆ *Review and update mailing lists for outreach efforts.*
- ◆ *Expand contact databases to include all Interested Parties identified in the Plan.*
- ◆ *Work with subregional coordinators and SCAG task force and committee members to expand current list categories to include all Interested Parties.*
- ◆ *Update media mailing lists that include metropolitan and local community newspapers, radio, television and cable outlets, trade journals, wire services, ethnic and foreign-language media, government and legal publications and special interest press directed at older audiences, the disabled, Native Americans and students.*

**Coordinate Outreach Efforts with other Stakeholder Organizations: (November 2011 – February 2012).**

- ◆ *Support interagency coordination by continuing to participate in the monthly Transportation Conformity Working Group.*
- ◆ *Participate in regular monthly meetings with the CEOs of the county transportation commissions.*
- ◆ *Integrate the outreach effort of the subregional organizations and transportation and air quality agencies into the SCAG process.*
- ◆ *Together with subregional partners and other stakeholder organizations, notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, website postings, email communications and other opportunities to participate, as appropriate.*
- ◆ *Hold monthly meetings with the subregional coordinators to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.*
- ◆ *Keep interested parties informed with monthly progress reports during the post-draft plan development phase.*

**Develop an Outreach Schedule: (November 2011 – February 2012).**

- ◆ *Proactively contact groups to schedule speakers from the pool of available speakers, as appropriate, to meet the interests of the particular group.*

- ◆ *Continue the practice of attempting to get on other groups' agendas rather than creating meetings from scratch.*
- ◆ *Conduct presentations, hold briefings, workshops, hearings to diverse groups and organizations throughout the region.*
- ◆ *Hold any public meetings at convenient and accessible locations and times.*

**Maintain a Log of Outreach Efforts: (November 2011 – February 2012).**

- ◆ *Maintain a log of all agency-wide outreach presentations within CMS, SCAG's contact database system.*

**Reach Out to Traditionally Underrepresented and/or Underserved Audiences: (November 2011 – February 2012).**

- ◆ *Work with Member Relations staff and Subregional Coordinators to aid in identifying underrepresented segments of the region.*
- ◆ *Coordinate with individuals, institutions or organizations to reach out to members in the affected minority and/or low income communities.*
- ◆ *Engage Tribal Government in the RTP processes through Tribal Government representation on SCAG's governing board and policy committees and through the Tribal Government Relations Task Force.*
- ◆ *Provide assistance, if requested 14 days prior to the event, to people with disabilities, including individuals who are blind, have low-vision or are hearing impaired.*
- ◆ *Provide language assistance, if requested 14 days prior to the event, to Limited English Proficient Persons.*
- ◆ *Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.*

**Evaluate Public Participation Activities: (February 2012).**

- ◆ *Evaluate public participation efforts at the end of phase 2 so that necessary modifications can be made for subsequent phases.*
- ◆ *Provide recommendations to enhance the outreach program and better serve the underrepresented segments of the region.*
- ◆ *Assess how effective the agency's communication strategies have been in impacting public policy. Conduct a survey of members, partners, and stakeholders immediately after the release of the draft plan and again later after the adoption of the plan to determine the impact of the public participation effort.*

**C. Phase 3: Post- Final RTP (March 2012 – September 2012)**

**Update Existing Presentation and Printed Materials: (March 2012 – September 2012).**

- ◆ *Provide clear, consistent and concise primary messages for media and public involvement and interaction.*
- ◆ *Update technical and non-technical PowerPoint presentations as new information becomes available.*
- ◆ *Tailor specific presentations to meet the needs and interests of the target audiences.*
- ◆ *Maintain a library of all PowerPoint presentations developed.*
- ◆ *Review and update all existing one-page Fact Sheets.*
- ◆ *Review and update brochures, fliers and other publications relating to SCAG and SCAG's initiatives for general population distribution in concise, understandable, non-technical language.*
- ◆ *Review and update public feedback forms, both paper and web-based.*
- ◆ *Review and enhance web interface to encourage public education and feedback.*
- ◆ *Include articles on plans and programs in SCAG's eVision newsletter, produced eight times each year.*

**Create New Presentation Materials: (March 2012 – September 2012).**

- ◆ *Create a final brochure which visually showcases regional projects of significance. Highlights of the plan will be summarized and created to "pop" to peak interest and enhance readability.*
- ◆ *Revise 14 subregional maps that visually depict proposed projects of "subregional" significance.*
- ◆ *Produce the RTP on a CD to ease handling and ensure more efficient use of resources.*
- ◆ *Prepare press releases and reach out to the ethnic press by providing notices in English, Spanish and Chinese.*
- ◆ *Utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, photorealistic visualizations, video fly-throughs, illustrative drawings, simulated photos, sketches, and photo manipulation scenario planning tools to better and more easily communicate technical planning issues and strategies.*
- ◆ *Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.*



**Enhance Website Capabilities: (March 2012 – September 2012).**

- ◆ *Maintain web pages dedicated to the RTP and ensure information is up-to-date.*
- ◆ *Translate key RTP communications in English and Spanish on the web pages.*
- ◆ *Utilize SCAG's website to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide access to major SCAG publications including Your Guide to SCAG, the Benefits of Membership, Member Handbook, the Legislative Reference Guide, the eVision newsletters, key PowerPoint presentations, data and other planning-related information.*
- ◆ *Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.*

**Update Contact Databases and Advisory Groups: (March 2012 – September 2012).**

- ◆ *Review and update mailing lists for outreach efforts.*
- ◆ *Expand contact databases to include all Interested Parties identified in the Plan.*
- ◆ *Work with subregional coordinators and SCAG task force and committee members to expand current list categories to include all Interested Parties.*

**Coordinate Outreach Efforts with other Stakeholder Organizations: (March 2012 – September 2012).**

- ◆ *Support interagency coordination by continuing to participate in the monthly Transportation Conformity Working Group.*
- ◆ *Participate in regular monthly meetings with the CEOs of the county transportation commissions.*
- ◆ *Together with subregional partners and other stakeholder organizations, notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, website postings, email communications and other opportunities to participate, as appropriate.*
- ◆ *Hold monthly meetings with the subregional coordinators to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.*

- ♦ *Expand the membership of some of SCAG's various committees, task forces and working groups to ensure inclusion of the broader stakeholders and interest groups identified in the Plan.*

**Create an Outreach Schedule: (March 2012 – September 2012).**

- ♦ *Even after the Plan has been adopted, continue to proactively contact groups to schedule speakers from the pool of available speakers, as appropriate, to meet the interests of the particular group.*
- ♦ *Continue the practice of attempting to get on other groups' agendas rather than creating meetings from scratch.*
- ♦ *Conduct presentations, hold briefings, workshops, hearings to diverse groups and organizations throughout the region.*
- ♦ *Hold any public meetings at convenient and accessible locations and times.*

**Maintain a Log of Outreach Efforts: (March 2012 – September 2012).**

- ♦ *Maintain a log of all agency-wide outreach presentations within CMS, SCAG's contact database system.*

**Reach Out to Traditionally Underrepresented and/or Underserved Audiences: (March 2012 – September 2012).**

- ♦ *Work with Member Relations staff and Subregional Coordinators to aid in identifying underrepresented segments of the region.*
- ♦ *Coordinate with individuals, institutions or organizations to reach out to members in the affected minority and/or low income communities.*
- ♦ *Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.*

**Evaluate Public Participation Activities: (March 2012 – September 2012).**

- ♦ *Continue to monitor outreach presentations and assess whether outreach efforts are being conducted throughout the region, including the outlying areas of the region.*

**RTP Amendments**

*An amendment is a major revision to a long-range RTP, including adding or deleting a project, major changes in project/project phase costs, initiation dates, and/or design concepts and scope. A RTP Amendment requires public review and comment, demonstration that the project can be completed based on expected funding, and a determination that the change conforms to air quality requirements.*

***SCAG's strategies, procedures and techniques for public participation regarding RTP Amendments include, but are not limited to, the release of the proposed RTP amendment for a 30-day public review, posting of the proposed RTP amendment on SCAG's website, presentation of the proposed RTP amendment before certain SCAG committees, review of the proposed RTP amendment by SCAG's Transportation Committee at a public meeting, and adoption of the proposed RTP amendment by SCAG's Regional Council as part of the public meeting.***

### **SECTION 3. REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

***SCAG's Regional Transportation Improvement Program, or RTIP, is a capital listing of all transportation projects proposed over a six-year period. The listing identifies specific funding sources and funding amounts for each project. The proposed transportation projects are funded through a variety of federal, state and local sources. Projects consist of improvements such as, highway improvements, transit, rail, bus, high occupancy vehicle lanes, signal synchronization, intersection improvements, and freeway ramps to name a few. The RTIP must include all transportation projects that are federal funded, as well as all regionally significant transportation projects for which federal approval (Federal Highway Administration or Federal Transit Administration) is required, regardless of funding source. The projects are submitted to SCAG by each of the County Transportation Commissions in the region. SCAG analyzes the projects to ensure that they are consistent with state and federal requirements. Federal law requires the RTIP be consistent with the RTP.***

***The following outlines SCAG's strategies, procedures and techniques for public participation on the RTIP. SCAG intends to update this section of the Appendix if needed prior to commencing each RTIP cycle to reflect appropriate changes.***

#### **A. RTIP Public Participation Process in the SCAG Region**

***At the outset, it should be noted that SCAG has a Memorandum of Understanding (MOU) with transit operators and each of the County Transportation Commissions (CTCs) within the SCAG Region. These MOUs specify the role of the CTCs with respect to approval of transportation projects utilizing federal, state highway, and transit funds within their respective jurisdiction. They are also responsible for transportation programming and short range planning in their respective county. As a result, the County Transportation Commissions transmit their approved County TIP to SCAG. As such the public participation process and coordination is a tiered process within the SCAG region. This tiered process initiates the public participation process at the CTC's county***

***TIP development stage which occurs long before the development of the SCAG RTIP.***

***There are several opportunities for the public to review and comment on projects and programs during the development of each county TIP and approval of the SCAG RTIP. These public participation opportunities are described below.***

***i. Project Identification***

***Public participation begins at the local agency level starting with identifying projects and associated work scopes based on local and regional transportation needs. Newly identified projects are commonly placed on funding needs lists, funding plans or capital improvement program plans and programs that identify projects to be funded. These lists, plans and programs are adopted by local agency boards (mostly elected officials) in meetings open to the general public. Stakeholders, interest groups and the general public have the opportunity to review and comment on these projects and local plans prior to local agency board approvals.***

***ii. Project Funding***

***The general public, interested parties and stakeholders have an opportunity to review and comment on projects and programs during the allocation of funds by local agencies including cities, counties, special districts, and county transportation commissions (CTCs).***

***The process of assigning specific funding sources to projects normally occurs in meetings open to the general public by public policy boards. For example, the CTCs in the SCAG region conduct “call for projects” when funding under their control (federal, state and/or local) is available for programming. Local agencies apply and compete for available funding based on adopted eligibility guidelines consistent with federal, state and local county requirements. Candidate projects usually have gone through an initial public review process described in Section A.i above and are included in a local agency capital improvement needs programs or plans. The CTCs work through their respective committee review process to develop a list of projects recommended for funding and adoption by each respective policy board. CTCs review committees are comprised of local agency staff (stakeholders and interested parties), and in some cases include public elected officials. Review committee meetings are publicly noticed. The recommended project lists approved by the committees are forwarded to the respective policy boards for approval. Projects proposed for funding are made available for review by the general public,***

***stakeholders and interested parties in advance of adoption by the CTC's policy boards. All allocation of funds by the policy boards occur in publicly noticed meetings open to the general public.***

***The allocation of public funds to projects by other entities go through public review processes that are consistent with the federal, state and/or local laws that govern the allocation of the funds.***

### **iii. County TIP Development**

***The CTCs develop their respective TIPs based on RTIP Guidelines written by SCAG in consultation with the CTCs/ and Federal Highway Administration staff, and approved by SCAG's Regional Council. All projects programmed in County TIPs have been previously approved for funding by the entity responsible for allocating the project funds such as described in Section A.i above. When submitting County TIPs to SCAG, each CTC is required to adopt a financial resolution which certifies that it has the resources to fund the projects in the TIP and affirms its commitment to implement all projects. The financial resolution is approved by each policy board in publicly noticed meetings open to the general public.***

### **iv. SCAG RTIP Development**

***SCAG develops the RTIP for the six-county region based on the County TIPs prepared and submitted by the CTCs and IVAG described above in Section iii. The Draft SCAG RTIP is noted for a 30-day public review, and a public hearing is held at the SCAG office. Notices of the public hearings are placed in the major newspapers throughout the SCAG region. SCAG conducts additional public outreach efforts through the placement of public notices in minority newspapers such as, but not limited to, the Los Angeles Sentinel, La Opinion, El Chicano Newspaper, the Chinese Daily News, and the Korea Times. The Draft SCAG RTIP documents are made available for review and comment by stakeholders, interested parties and the general public through the SCAG internet website at <http://www.scag.ca.gov/rtip> and at public libraries throughout the six-county region prior to the public hearing.***

***In addition to the public hearing held at the SCAG office, SCAG committees and working groups also review and discuss draft RTIPs. These SCAG groups include the Regional Transportation Agencies' Coalition (RTAC), the Transportation and Communications Committee (TCC), the Transportation Conformity Working Group (TCWG), the Energy and Environment Committee (EEC) and the Chief Executive Officers'***

***Committee. The SCAG Regional Council takes final action when they review and adopt the RTIP as part of a public meeting.***

***v. SCAG RTIP Updates***

***The RTIP is amended several times a year. This process is similar to developing the formal RTIP. Proposed amendments to the adopted RTIP are submitted by the CTCs to SCAG. After SCAG has completed its analyses of the proposed change(s) to the RTIP ensuring consistency with the various programming rules and regulations, SCAG electronically posts the proposed change(s) for public review and comment on the SCAG website at <http://www.scag.ca.gov/rtip>. In addition to posting the amendment information on the web, a notice is sent to the Transportation Conformity Working Group as part of the RTIP amendment public review process.***

***B. Schematic of the Public Participation Process***

***The following schematic helps to illustrate when stakeholders, interested parties and the general public have the opportunity to review and comment during the RTIP programming development process described above in Section A.***

## ***SCAG RTIP Public Participation Process***

### Public Review & Comment

Development of project lists requiring funding are commonly adopted by public boards in meetings open to the general public.

The allocation of funds to projects commonly occurs by policy boards in publicly noticed meetings open to the general public.

CTCs & IVAG policy boards adopt RTIP financial resolutions. Noticed public hearing is held at the SCAG office to take public input on RTIP document.

Proposed amendments to the RTIP are posted to the SCAG website 15 days prior to transmittal to State and Federal agencies for approval.

### TIP Development Process

#### Project Identification

Projects are identified based on needs and placed on capital improvement programs or other lists awaiting funds.

#### Project Funding

Projects receiving state and federal funds and/or approvals and local projects determined regionally significant are identified for programming in County TIPs and the SCAG RTIP

#### County TIPs & SCAG RTIP Development

Projects are first programmed in County TIPs and then submitted to SCAG for inclusion in the SCAG RTIP.

#### RTIP Updates

SCAG processes amendments to the RTIP based on changes requested by the CTCs.

**C. Other RTIP Public Participation strategies, procedures and techniques**

***Enhance Website Capabilities:***

- ◆ *Utilize SCAG's web site to provide information, announce draft and final program releases, encourage feedback and comments from the public, make draft and final programs and corresponding documents available, provide contact information, inform of upcoming events and meetings, post meeting agendas and minutes*
- ◆ *Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.*

***Update Contact Databases and Advisory Groups:***

- ◆ *Review and update mailing lists for outreach efforts.*
- ◆ *Expand contact databases to include all Interested Parties identified in the Plan.*

***Coordinate Outreach Efforts with other Stakeholder Organizations:***

- ◆ *Support interagency coordination by continuing to participate in the monthly Transportation Conformity Working Group.*
- ◆ *Mail Notice of Draft RTIP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTIP. Ensure that the public comment period is at least 30 days for the program.*
- ◆ *Participate in regular meetings with the county transportation commissions in the coordination of the draft and final RTIP.*

***Conduct Public Hearing:***

- ◆ *Announce public hearings in printed materials, on SCAG's website, and in local newspapers.*
- ◆ *Hold any public meetings at convenient and accessible locations and times.*
- ◆ *Conduct at least two public hearings on the draft RTIP. Schedule at least one public hearing at the SCAG offices in Los Angeles.*
- ◆ *Where possible make public hearings available via video or teleconference.*
- ◆ *Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.*



***Maintain a Log of Outreach Efforts:***

- ◆ ***Maintain a log of all agency-wide outreach presentations within CMS. Such a log already exists and will be augmented as needed to ensure sufficient documentation.***
- ◆ ***Review and consider all public comments in the regional transportation planning process.***
- ◆ ***Record, track and maintain a log of comments and SCAG's response to the comments within the Communication Management Software System (CMS).***
- ◆ ***Respond to all comments received in a timely manner.***

***D. Annual Listing of Projects***

***SAFETEA-LU requires the production of this annual listing with the cooperation of Caltrans and the public transportation operators throughout the SCAG region. Additionally, SAFETEA-LU also requires an additional list which identifies all bicycle/pedestrian projects for which Federal funds were obligated in the preceding year. The listing is available on SCAG's website.***

***The county commissions working with the project sponsors within their respective county update project obligations for projects in their county through use of the SCAG RTIP database. SCAG then produces an annual listing of projects utilizing the SCAG RTIP database. In addition, Caltrans produces obligation reports for the MPO's which SCAG also makes available on its website as supplemental information.***

***E. RTIP Amendments***

***For the RTIP, the Federal Highway Administration (FHWA) California Division has provided definitions of amendments and corresponding conformity requirements. The following summarizes the categories of amendments identified by FHWA for the RTIP and the public participation requirements for each amendment type.***

***Category 1. Administrative***

***An Administrative Modification includes minor changes to project cost, schedule, scope, or funding sources. Please see the Procedures for Federal Statewide Transportation Program (FSTIP) Modifications for a complete definition of administrative amendments.***

**Category 2. Formal Amendment – Changes that do not impact the existing conformity determination.**

**The category of formal amendments may include project cost changes that are greater than 20% of the total project cost or \$2 million, whichever is higher. This amendment may also include adding or deleting projects that are exempt from regional emission analyses. These types of amendments typically include transit or safety projects.**

**Category 3. Formal Amendment – Relying on the existing Conformity Determination.**

**This amendment may include adding a project or a project phase to the program. This amendment category consists of projects that are modeled and are included in the regional emissions analysis.**

**Category 4. Formal Amendment – New Conformity Determination.**

**This amendment may include adding or deleting projects that are not currently included in the regional emissions analysis nor part of the existing conformity determination. This amendment may involve adding or deleting projects that must be modeled for their air quality impacts: significantly changing the design concept, scope; or schedule of an existing project.**

**Public Hearing - Public Review & Comment Period Requirement**

<b>Amendment Category</b>	<b>Public Hearing Requirement</b>	<b>Public Review Period # of Days</b>
<b>Category 1. Administrative</b>	<b>n/a</b>	<b>n/a</b>
<b>Category 2. Formal - Changes that do not impact the existing conformity determination</b>	<b>No</b>	<b>15</b>
<b>Category 3. Formal - Relying on existing conformity determination</b>	<b>No</b>	<b>15</b>
<b>Category 4. Formal – Requires a new conformity determination</b>	<b>Yes</b>	<b>30</b>

#### **SECTION 4. OVERALL WORK PROGRAM**

***Funding for SCAG's metropolitan planning activities are documented in an annual Overall Work Program (OWP) (also known as a Unified Planning Work Program), pursuant to federal requirements, 23 CFR 450.308(b)-(c), and Caltrans guidance.***

***The OWP is developed each fiscal year, and details the agency's planning and budgetary priorities for the following fiscal year. SCAG's federal and state funding partners (FHWA, FTA and Caltrans) must approve SCAG's OWP each year before it takes effect.***

***The following describes SCAG's strategies, procedures and techniques with respect to public participation on the OWP.***

##### **Adopt OWP Preparation Schedule and Work Programs Outcomes: (September-October).**

- ◆ ***Regional Council adopts the OWP preparation schedule and work program outcomes for the coming fiscal year.***

##### **Develop Project Ranking and Selection Criteria: (November-February).**

- ◆ ***SCAG develops project ranking and selection criteria and communicates to the subregional coordinators (representing 14 geographic areas within the SCAG region), resulting in the development of a preliminary work program.***

##### **Conduct Multiple Review Sessions: (November-February).**

- ◆ ***SCAG consults with subregional coordinators resulting in the development of a preliminary work program.***

##### **Hold Monthly Meetings with Subregional Coordinators: (February-May).**

- ◆ ***Hold monthly meetings with the subregional coordinators throughout the OWP development stages to keep them apprised of processes, solicit their feedback and address their questions and/or concerns.***

**Conduct a Budget Workshop: (February).**

- ♦ ***SCAG staff conducts a Budget Workshop for the Regional Council and members of the public.***

**Distribute Draft OWP: (March).**

- ♦ ***The Regional Council approves the Comprehensive Budget which includes the draft OWP. The draft OWP is distributed to all Regional Council members and the Regional Council approves the release of the document for a 30-day public comment and review period. The draft OWP is also placed on SCAG's website.***

**Distribute the Draft OWP for Public Comments: (March).**

- ♦ ***Mail letters to over 300 City Planners, Planning Directors and other Planning representatives within the SCAG region, including subregional coordinators, CTCs and transit operators, and encourage their feedback on the draft OWP. Notify them of the availability of the draft document on SCAG's website.***

**Review and Consider Comments Received in the Final OWP Deliberations: (April).**

- ♦ ***Review and consider all public comments in the OWP planning process.***
- ♦ ***Record, track and maintain a log of comments and SCAG's response to the comments.***

**Adopt the Final Comprehensive Budget and Resolution Authorizing the Submittal to Funding Partners: (May).**

- ♦ ***The Regional Council adopts the Final Comprehensive Budget and Resolution authorizing the submittal of the Final OWP to Caltrans and other funding agencies as necessary for approval. Caltrans must submit the recommended Final OWP to FHWA/FTA by June 1 of each year.***



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